

Tullahoma Airport Authority Meeting Minutes  
May 13, 2011

**Tullahoma Municipal Airport Authority**

P.O. Box 1584 – Tullahoma, TN 37388



**Meeting Attendance**

May 13, 2011

**Members Present**

<input checked="" type="checkbox"/>	John Miller, Chairman
<input checked="" type="checkbox"/>	Sharon Tinkler
<input type="checkbox"/>	Rod Pozo
<input checked="" type="checkbox"/>	Jim Apple
<input checked="" type="checkbox"/>	Karla Smith
<input checked="" type="checkbox"/>	Sam Crimm
<input type="checkbox"/>	Steve Worsham

**Other Officials Present**

<input checked="" type="checkbox"/>	Jon Glass, Airport Manager
<input type="checkbox"/>	Alderman Greg Sandlin
<input type="checkbox"/>	Wayne Thomas, Tullahoma News

**Visitors** - No visitors.

**Note:** Where motions are noted as being approved, they were unanimously approved by all Board members present unless otherwise noted.

**Meeting Minutes**

May 13, 2011

1. **Meeting called to order at 5:00 pm.** The Emergency meeting was called to address the lack of Aviation fuel at the Airport.
2. **New Business:**
  - A. **Aviation Fuel Supply** - To handle the Emergency situation the following directions were issued by the Board.
  - B. Based on the currently unacceptably low jet fuel availability status (following on the lack of

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AVGAS last week), and the inability of Mid-Ten Aviation to ensure they have sufficient credit for additional fuel purchases, the TAA authorized direct purchase of 2,000 gallons of jet fuel from the current fuel provider (Phillips 66) to be delivered tomorrow morning. The total cost is slightly over \$8,000 and the invoice will be paid out of the general operating fund.

- C. We advised the FBO that as of the close of business today, TAA is assuming responsibility for fuel purchase and sales (both Jet A and AVGAS) until further notice. All fuel sales receipts beginning tomorrow will be made payable directly to TAA, and the FBO relinquished control of the Phillips 66 credit card reader to TAA until further notice. Also, until further notice to the FBO, all credit card sales will be made only with paper card swipe (the old way), with receipts and any cash fuel sales turned over to TAA at the end of each day. The FBO concurred in these actions.
  - D. TAA will monitor fuel levels in both Jet A and AVGAS tanks each day to correlate to sales receipts.
  - E. Fuel prices will remain at currently posted prices until further notice from TAA.
  - F. A copy of each check payable from the FBO to the museum will be provided to TAA, with the first check payment expected no later than mid-week of May 16 (confirmed with the museum tonight).
  - G. Until further notice, all fuel sales receipts will be collected directly by TAA. Distribution of the remaining AVGAS sales financed by the Museum will be paid back to the FBO from TAA after which the FBO will then make direct payment to the Museum. For all other fuel sales, the FBO will be reimbursed for his portion of the sales pending final resolution of the fuel sales issue, expected early next week. Note: this process may change following our meeting on Monday meeting.
  - H. The museum has requested that the TAA rebate the \$.10/gallon flow fee for all fuel sold to the ABS attendees (currently approximately 2,500 gallons). The museum pledged to pay an additional amount back to the FBO (up to \$500 confirmed tonight) as partial compensation for the FBO's labor expenses incurred in support of the fly-in since the FBO fuel sales to the ABS included no FBO mark-up. We will consider this request at our special called meeting on Monday afternoon.
  - I. The FBO agreed to formulate alternatives to the existing fuel provisioning agreement of the TAA-FBO contract and present them for consideration by the Board at our Monday meeting.
  - J. Our Monday work session (4pm) will be closed to the public as the TAA attorney will be present to provide counsel. The special called Board meeting is scheduled to begin at 5pm, or later if the work session extends beyond 1 hour.
3. **Alderman Sandlin Comments** - Alderman Sandlin was not present for the meeting.
4. **Meeting adjourned at 6:27 pm.**

Submitted on 6/3/11

<Original Signed>

Jon Glass  
TAA, Airport Manager

Minutes approved during the \_\_\_\_\_ meeting